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Director

**City of Chelsea**  
DEPARTMENT OF PUBLIC WORKS  
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## **NOTICE**

Please be advised that as of March 1, 2009 Mass. General Laws Chapter 82A; Section 2 requires anyone wishing to excavate on any privately owned land within the City of Chelsea will be required to obtain a TRENCH EXCAVATION PERMIT from the Department of Public Works 48 hours prior to beginning any work. The City will no longer allow excavations to occur before a signed copy of the permit has been issued. Failure to abide by this process will result in fines.

### **Trench Excavation checklist**

The following materials must be provided to the DPW prior to obtaining a Trench Excavation Permit:

- Completed Trench Excavation Application.
- Fifty (50) dollar non-refundable application fee.
- Certificate of Insurance with general liability coverage of \$100,000 per person and \$300,000 per claim, or provide evidence of self-insurance in equal amounts.



## Trench Excavation Application

FOR PRIVATE PROPERTY ONLY

\*Remember to call Dig Safe before you dig!\*

Dig Safe # \_\_\_\_\_

Permit # \_\_\_\_\_

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Address of Proposed Work: \_\_\_\_\_

Property owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work hours \_\_\_\_\_ After hours \_\_\_\_\_

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Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Work hours \_\_\_\_\_ After hours \_\_\_\_\_

Start date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Contractor/Utilities are responsible for scheduling traffic control including Police Details

**A COPY OF THE PERMIT MUST BE ON SITE DURING WORK HOURS**

\_\_\_\_\_  
Show sketch with measurements and brief description (or attach plans)